

New England Common Assessment Program Test Coordinator Workshop



September 8 and 9, 2011
September 13, 2011 via WebEx



"YOU CAN MAKE MY BODY GO TO SCHOOL BUT MY SOUL WILL BE OUTSIDE RUNNING THROUGH SPRINKLERS."



Goals of this Workshop

- ✓ Prepare principals and test coordinators so that they may ensure a positive and productive assessment experience for administrators and students
- ✓ Review NECAP standardized testing procedures to ensure consistency and test security
- ✓ Review and clarify appropriate use of accommodations for students who need them
- ✓ Address any outstanding questions or concerns from principals and test coordinators



NECAP Important Dates

September 16	All NECAP test materials delivered to schools by this date
October 3-25	Test administration window
September 30	Last day to order additional labels
October 7	All orders of additional labels shipped to schools
October 25	Last day for schools to request special consideration
October 26	Last day to complete on-line Principal Certification of Proper Test Administration and Principal/Test Coordinator Questionnaire
October 26	UPS pre-scheduled pickup of test materials for return to Measured Progress. Materials need to be ready at 8:00 AM.



Rhode Island's 2011-2012 Testing Schedule

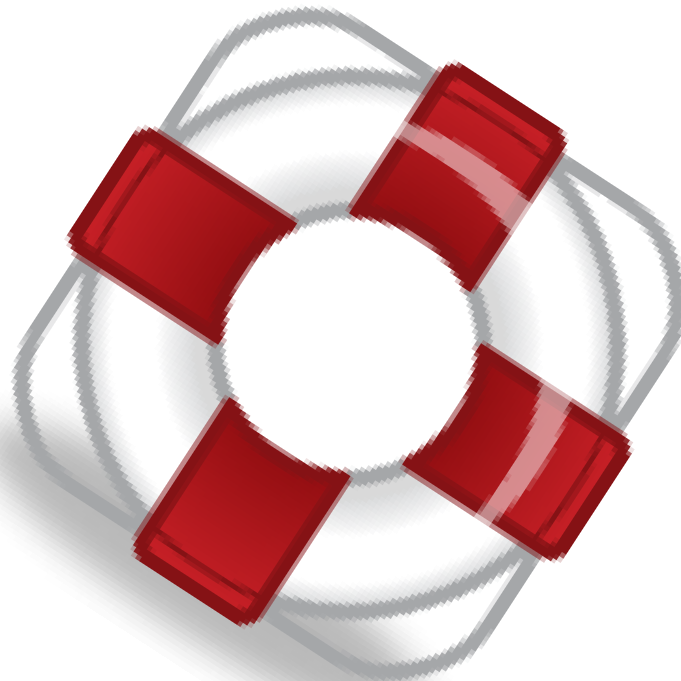
Oct 3rd – 25th	NECAP Reading, Writing and Mathematics Testing in Grades 3-8 & 11 (Test Materials picked up on October 26 th)
Oct 3rd – Apr 6th	Alternate Assessment in Grades 2-8 & 10 (Data folios picked up on May 3 rd)
Dec 5th – 16th	TechLiteracy Assessment (Testing Window 1)
Jan 18th – Feb 15th	ACCESS Testing for ELL Students K-12
Apr 30th – May 11th	TechLiteracy Assessment (Testing Window 2)
May 7th – 24th	NECAP Science Testing in Grades 4, 8, & 11 (Test Materials picked up on May 25 th)
May 1st – 31st	Developmental Reading Assessment (DRA) in Grades K & 1

NECAP Service Center

1-877-632-7774

Monday-Friday

8:00 am to 4:00 pm





Department of Education Contacts

www.RIDE.RI.gov/Division-EEIE/Office_IAC.aspx

Dr. Phyllis Lynch

Director of Instruction, Assessment, and Curriculum

401-222-4693

Phyllis.Lynch@ride.ri.gov

Dr. Kevon Tucker-Seeley

NECAP Project Manager

401-222-8494

Kevon.Tucker-Seeley@ride.ri.gov



Measured Progress Contacts

Mellicent Friddell

NECAP Program Assistant

1-603-749-9102 ext. 2355

Friddell.Mellicent@measuredprogress.org

Kellie Beaulieu

NECAP Program Assistant

1-603-749-9102 ext. 2156

Beaulieu.Kellie@measuredprogress.org

Alison Cady

NECAP Program Assistant

1-603-749-9102 ext. 2149

Cady.Alison@measuredprogress.org



Measured Progress Contacts

Harold Stephens

NECAP Program Director

1-603-749-9102 ext. 2235

Stephens.Harold@measuredprogress.org

Carole Soule

NECAP Program Manager

1-603-749-9102 ext. 2450

Soule.Carole@measuredprogress.org

Amanda Smith

NECAP Program Manager

1-603-749-9102 ext. 2259

Smith.Amanda@measuredprogress.org

Elliot Dunn

NECAP Program Manager

1-603-749-9102 ext. 2126

Dunn.Elliot@measuredprogress.org



New This Year

1. NECAP Test Coordinator and Test Administrator Training Webinars:

www.ride.ri.gov/assessment/necap.aspx

2. No Online Accommodations / *NimbleTools*

3. Online Writing Test * – Grades 8 & 11 only

*Contact Dr. Kevon Tucker-Seeley for information on how your school can qualify for participation

4. RIDE interview protocols for NECAP Test Coordinators and Test Administrators

5. RIDE plans to visit every district during testing this school year to interview and observe key personnel



Your Primary Responsibilities

- ✓ Serve as the school's contact person for Measured Progress and RIDE
- ✓ Coordinate all NECAP test-related activities
- ✓ Prepare test administrators to administer the NECAP tests according to the directions in their grade-specific *Test Administrator Manual*
- ✓ Oversee the inventory, distribution, collection, and return of **ALL** secure test materials
- ✓ Observe and monitor test administration in your school
- ✓ Ensure the security of all test materials and compliance with test administration procedures



Test Security

- Test security relies on the professional integrity of everyone in our schools across all four states. No student should be advantaged or disadvantaged based on how or where the test is administered.
- All test booklets and answer booklets are secure and may not be copied or duplicated in any way or kept by the school after testing is completed.
- Using secure test material to prepare students in any way for this test administration is a **violation of test security** and testing procedure.



Breaches in Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the building test coordinator and/or principal. The test coordinator and/or principal is responsible for **immediately** reporting the concern to the district superintendent and to the Rhode Island Department of Education (RIDE):

Dr. Kevon Tucker-Seeley

NECAP Project Manager

401-222-8494



Structure and Format of the Test

The NECAP is a comprehensive set of tests that cover a broad range of learning expectations in reading and mathematics administered at grades 3 through 8 and 11 and writing at grades 5, 8, and 11

NECAP tests include the following types of items:

- Multiple-choice items
- Short-answer items
- Constructed-response items
- Writing prompts

Reading 3-8 Test Design

Item Type	Session 1	Session 2	Session 3
Stand Alone Vocabulary Multiple Choice 1 point each	2	2	2
Short Passage	1	1	1
Multiple Choice 1 point each	4	4	4
Constructed Response 4 points each	1	1	1
Long Passage	1	1	1
Multiple Choice 1 point each	8	8	8
Constructed Response 4 points each	2	2	2

Reading 11 Test Design

Item Type	Session 1	Session 2
Stand Alone Vocabulary Multiple Choice 1 point each	6	
Long Passage	1	2
Multiple Choice 1 point each	8	16
Constructed Response 4 points each	2	4
Short Passage	2	1
Multiple Choice 1 point each	8	4
Constructed Response 4 points each	2	1

Math 3 & 4 Test Design

Item Type	Session 1	Session 2	Session 3
Multiple Choice 1 point each	12	16	16
Short Answer 1 point each	5	4	4
Short Answer 2 points each	6	4	3
	<u>No</u> Calculator or Tools		

Math 5-8 Test Design

Item Type	Session 1	Session 2	Session 3
Multiple Choice 1 point each	13	14	14
Short Answer 1 point each	3	3	3
Short Answer 2 points each	3	3	3
Constructed Resp. 4 points each	2	2	2
	<u>No</u> Calculator or Tools		



Math 11 Test Design

Item Type	Session 1	Session 2
Multiple Choice 1 point each	16	16
Short Answer 1 point each	8	8
Short Answer 2 points each	4	4
Constructed Resp. 4 points each	3	3
	<u>No</u> Calculator or Tools	



Writing 5 & 8 Test Design

Item Type	Session 1	Session 2
Multiple Choice 1 point each	10	
Constructed Resp. 4 points each	3	
Writing Prompt 12 points		1



Writing 11 Test Design

Item Type	Session 1	Session 2
Writing Prompt 12 points*	1	1

*Writing prompt is scored twice using a six point holistic scoring rubric for a total of 12 possible raw score points



Before Testing

- ✓ Read the *Principal/Test Coordinator Manual* thoroughly
- ✓ Utilize the Checklist for Principals and Test Coordinators (page *iii*)
- ✓ Confirm District Testing Schedule for ALL Test Sessions (pages 5-8)
- ✓ Designate and Prepare Test Administrators (pages 15 - 16)
- ✓ Prepare Students and Families (page 17)

Before Testing *(continued)*

- ✓ Receive and inventory test materials according to *Material Summary Form* and **report any discrepancies** to the NECAP Service Center **BEFORE** testing (pages 9-11 and Appendix A). **Hold onto** this Form as it will assist you in successfully completing the on-line *Principal Certification of Proper Test Administration*.
- ✓ Order additional student ID labels and/or testing materials (page 13)

Determine who should be tested

ALL students enrolled in the school as of October 1, 2011 are required to participate in the NECAP assessments with the following *exceptions*:

1. Students who completed the **Rhode Island Alternate Assessment** (RIAA) for the 2010-2011 school year.
2. Recently arrived **LEP** students first enrolled in any U.S. school *after* October 1, 2010. **NOTE:** These students must take the **NECAP Mathematics test** but are not required to take the NECAP Reading and Writing tests. Students may only be exempted from the reading and writing tests one time.
3. Students who have ***State-Approved Special Considerations***.

Special Considerations

Approval of Special Considerations:	Contact
<ul style="list-style-type: none">■ RIDE state-approved special considerations are for cases involving 1) a medical emergency or serious illness; 2) severe emotional distress; 3) a family emergency; or 4) eligible students enrolling after the RIAA registration deadline.■ Applicable “<i>State-Approved Special Consideration</i>” forms (available on the RIDE website) <u>must</u> be completed and submitted to RIDE by the <u>District Superintendent</u> to obtain approval.■ Requests must be submitted online <i>no later than</i> 3:00 p.m. on Tuesday, Oct. 25th, 2011.	<p>Dr. Kevon Tucker-Seeley 401-222-8494</p>

Blank Reason Box

BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:

READING	MATH	WRITING
---------	------	---------

☐

NA

☐

Student is new to U.S. after Oct. 1, 2010, and is LEP (reading and writing only).

☐☐☐

Student withdrew from school after Oct. 1, 2011.

☐☐☐

Student enrolled in school after Oct. 1, 2011.

☐☐☐

State-approved special consideration.

☐☐☐

Student was enrolled on Oct. 1, 2011, and did not complete test for reasons other than those listed above.



Accommodations

Testing accommodations are meant to remove barriers that may exist due to a student's learning style or disability.

Students should have had experience using an accommodation in the classroom (during routine instruction and/or test taking) prior to using it on a NECAP test.



Tips on Accommodations

ALL students are eligible to utilize appropriate assessment accommodations.

Any accommodation(s) utilized for the assessment of individual students must be:

1. the result of a decision made by the IEP, Section 504, or other school team that includes, whenever possible, the student's parent(s) or guardian(s).
2. determined prior to testing under most circumstances.
3. based on the individual student's needs.
4. Recorded* on the Student Answer Booklet
(* For each content area, bubble in only those accommodations that the student actually used).



Table of Standard Test Accommodations

Refer to Appendix F in the Principal/Test Coordinator Manual

T for Timing (T1→T4)

S for Setting (S1 & S2)

P for Presentation formats (P1→P11)

R for Response formats (R1→R7)

O for Other (O1 & O2)

- Use of these accommodations **without prior approval** from RIDE will result in **no credit given** for the test sessions in which it was used.

M for Modifications (M1→M3)

- Schools may decide to use non-standard and unapproved test administration procedures (modifications). Use of a “Modification (M)” will result in **no credit given** for student work during test sessions in which this modification was used.

Must identify any accommodation(s) used

STUDENT PROGRAM PARTICIPATION INFORMATION

A teacher/staff person should fill in the information below, if applicable, after the completion of testing. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED			
	READING	MATHEMATICS	WRITING
T1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
S1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
S2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P3	NA	<input type="radio"/>	<input type="radio"/>
P4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P10	NA	<input type="radio"/>	<input type="radio"/>
P11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R1	<input type="radio"/>	<input type="radio"/>	NA
R2	<input type="radio"/>	<input type="radio"/>	NA
R3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R7	NA	<input type="radio"/>	<input type="radio"/>

OTHER ACCOMMODATIONS Prior DOE approval required			
O1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
O2	NA	NA	<input type="radio"/>

MODIFICATIONS Modifications result in impacted items being scored as incorrect			
M1	NA	<input type="radio"/>	NA
M2	<input type="radio"/>	NA	NA
M3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:			
READING	MATH	WRITING	
<input type="radio"/>	NA	<input type="radio"/>	Student is new to U.S. after Oct. 1, 2010, and is LEP (reading and writing only).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student withdrew from school after Oct. 1, 2011.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student enrolled in school after Oct. 1, 2011.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	State-approved special consideration.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student was enrolled on Oct. 1, 2011, and did not complete test for reasons other than those listed above.

HOMESCHOOLED
<input type="radio"/> Yes

OPTIONAL REPORTS	
Identify the appropriate code number:	
A	1 2 3 4 5 6 7 8 9 0
B	11 12 13 14 15 16 17 18 19 20
C	21 22 23 24 25 26 27 28 29 30
D	31 32 33 34 35 36 37 38 39 40
E	41 42 43 44 45 46 47 48 49 50
F	51 52 53 54 55 56 57 58 59 60

RESEARCH	
1	2 3 4 5 6 7 8 9 0
2	1 2 3 4 5 6 7 8 9 0
3	1 2 3 4 5 6 7 8 9 0
4	1 2 3 4 5 6 7 8 9 0
5	1 2 3 4 5 6 7 8 9 0
6	1 2 3 4 5 6 7 8 9 0
7	1 2 3 4 5 6 7 8 9 0
8	1 2 3 4 5 6 7 8 9 0
9	1 2 3 4 5 6 7 8 9 0
10	1 2 3 4 5 6 7 8 9 0
11	1 2 3 4 5 6 7 8 9 0
12	1 2 3 4 5 6 7 8 9 0
13	1 2 3 4 5 6 7 8 9 0
14	1 2 3 4 5 6 7 8 9 0



Computer Generated Responses

- ✓ Only student responses typed on the computer and printed out on standard paper under accommodation **R4** do not need to be transcribed back into the answer booklet.
- ✓ Only one typed response per page
- ✓ On each page include: student's full name, state-assigned student ID (SASID), booklet #, content area, and item #
- ✓ Return R4 responses in *Special Handling* with student answer booklet
- ✓ See Appendix I (p. 40) for detailed specifications



Scheduling Guidelines

- ❑ All testing, including accommodated sessions and make-up sessions, must occur within the testing window (10/3 to 10/25)
- ❑ All students in a district must be tested at the same time within each grade. The only exceptions to these rules are for make-up testing and for students with accommodations.
- ❑ Test sessions must be scheduled in accordance with district schedule and given in the order outlined in the manual and presented in test booklets
- ❑ Make-up testing may begin as soon as the student returns to school



Test Session Time Guidelines

Test	Grade	Number of Sessions	Scheduled Time per Session
Reading	3-8	3	90 minutes
Math	3-8	3	90 minutes
Writing	5 & 8	2	90 minutes
Writing	11	2	90 minutes
Reading	11	2	90 minutes
Math	11	2	90 minutes
Student Questionnaire	All	End of testing	20 minutes

*Although 90 minutes are scheduled for each session, in past years the vast majority of students finished in 75 minutes or less.

Sample Schedule: Grades 3, 4, and 5

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week of October 3-7, 2011					
AM	October 3 Open	Gr. 3, 4 &5 Reading 1	Gr. 3, 4 &5 Reading 3	(make ups)	(make ups)
PM	Open	Gr. 3, 4 & 5 Reading 2	Gr. 3, 4 &5 Math 1	(make ups)	(make ups)
Week of October 10-14, 2011					
AM	Columbus Day	Gr. 3, 4 & 5 Math 2	Gr. 5 Writing 1	(make ups)	(make ups)
PM	Columbus Day	Gr. 3, 4 & 5 Math 3	Gr. 5 Writing 2	(make ups)	(make ups)
Week of October 17-21, 2011					
AM	(make ups)	(make ups)	(make ups)	(make ups)	(make ups)
PM	(make ups)	(make ups)	(make ups)	(make ups)	(make ups)
Week of October 24-28, 2011					
AM	(make ups & packing)	(make ups & packing)	October 26 All materials ready for 8 AM pick-up		

Sample Schedule: Grade 11

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week of October 3-7, 2011					
Early AM	October 3 Open	Writing 1	(make ups)	(make ups)	(open)
Late AM	Open	Writing 2	(make ups)	(make ups)	(open)
Week of October 10-14, 2011					
Early AM	Columbus Day	Reading 1	Math 1	(make ups)	(open)
Late AM	Columbus Day	Reading 2	Math 2	(make ups)	(open)
Week of October 17-21, 2011					
AM	(open)	(make ups)	(make ups)	(make ups)	(open)
PM	(open)	(make ups)	(make ups)	(make ups)	(open)
Week of October 24-28, 2011					
AM	(make ups & packing)	(make ups & packing)	October 26 All materials ready for 8 AM pick-up		



Student Labels

Order additional student ID labels by **September 30**

- ❑ You will receive **one** label for each student in **grades 3 & 4**. Place this on student's integrated test booklet
- ❑ You will receive **two** identical student ID labels for each student in **grades 5-8 & 11**:
 - ✓ Place one label on the test booklet
 - ✓ Place the other label on the answer booklet

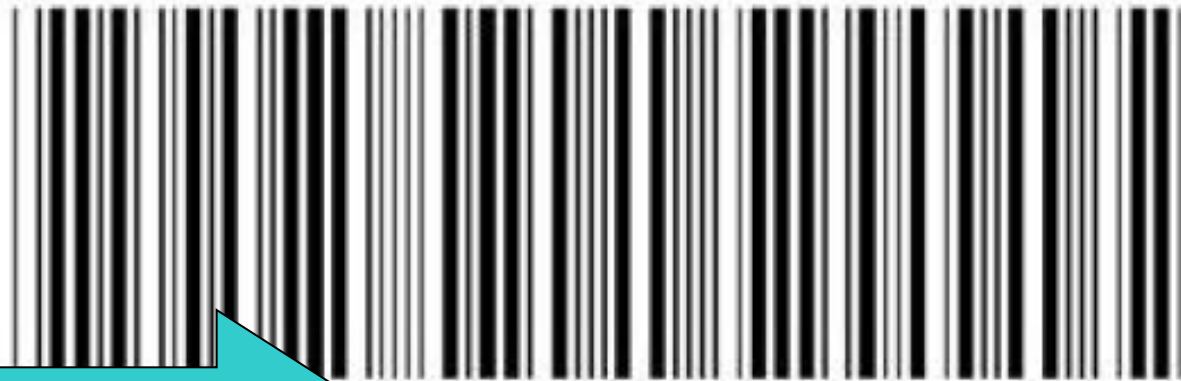
NOTE: Students in grades 5 & 8 will be instructed to write their names on the front cover of the Writing test booklet during testing

You may use a student ID label if the student's name and school name are correct.

Smith, Amanda

09-21-2000

State Assigned Student ID: 1000593587



Gr: 05

Tracking #: Measured Progress only

1234567896

RI

NECAP Middle School

01-01103

STUDENT ANSWER BOOKLET

Student Name _____

2011-2012
GRADE 5



MARKING INSTRUCTIONS
USE NO PENCIL ONLY
CORRECT MARK: ● ● ● ●
INCORRECT MARKS: ○ ○ ○ ○

The information below must be completed for any student without a preprinted student identification label.

STUDENT NAME																			
LAST NAME										FIRST NAME									
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STATE ASSIGNED STUDENT ID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

BIRTH DATE		
Month	Day	Year
<input type="radio"/> JAN		
<input type="radio"/> FEB		
<input type="radio"/> MAR	00	0000
<input type="radio"/> APR	01	0100
<input type="radio"/> MAY	02	0200
<input type="radio"/> JUN	03	0300
<input type="radio"/> JUL	04	0400
<input type="radio"/> AUG	05	0500
<input type="radio"/> SEP	06	0600
<input type="radio"/> OCT	07	0700
<input type="radio"/> NOV	08	0800
<input type="radio"/> DEC	09	0900

AFFIX STUDENT ID LABEL HERE

The information below must be completed if there is no label.

STUDENT NAME:
SCHOOL NAME:
DISTRICT NAME:

10 Digit Variable Barcode

1

1234567890

Place one label here*

*Place other label on corresponding Student Test Booklet, grades 5-8 and 11



Tips for Success Before Testing

- ✓ **Utilize** the *Principal/Test Coordinator Manual*
- ✓ **Do not** separate the answer booklets from the test booklets as they are paired by test form
- ✓ **Plan ahead:** arrange for testing space and order additional materials, if necessary, for read aloud and/or small group accommodations
- ✓ **Do not** transfer or transport student ID labels **OR** test materials from one location/program/district to another (See page 12 or call the NECAP Service Center for guidance)
- ✓ **Save the original boxes** and UPS return service labels for shipping materials back to Measured Progress
- ✓ Help teachers create an environment that will motivate students to do their best!




Frequently Asked Questions Before Testing ...brought to you by the NECAP Service Center

Q: Where do I find my password for completing the online *Principal's Certification of Proper Test Administration* or for ordering additional student ID labels (RI and VT)?

A: Your password can be found in two places: 1) on the green instruction sheet for the *Principal's Certification of Proper Test Administration* that came in the administrative materials box or 2) the white instruction sheet for ordering labels that came in the envelope with your student ID labels. The same password can be used for both tasks. If you have difficulty locating your password, or if your password is not working, please contact the NECAP Service Center.

(See page 23 in the manual for more details.)



Q: I need multiple copies of the same test form in order to administer the test to a small group of students with the same accommodation(s). What should I do?

A: In specific situations like this one, you may collect enough copies of the same test form from different packs of test materials. If you are unable to collect enough copies, call the NECAP Service Center to request the number of copies of a specific form that you require.



Q: Where can I find the Practice Tests, Released Items, Teacher Tips document, *NECAP Multiplication Table* and *NECAP Hundreds Chart*?

A: These materials are only available on the RIDE website (www.ride.ri.gov/assessment/NECAP.aspx). They should be downloaded and copied in the school. These are not required materials; schools may decide whether or not to provide these materials to students.

Q: The entire classroom is filled with “reference materials”. How do I know which reference materials I need to remove or cover in order to prepare the test site?

A: It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students’ desks so the materials cannot be viewed. If there are any questions, contact the department of education. (See page 18 in the manual for more details.)



During Testing

- ❑ Distribute test materials to test administrators shortly before the start of the first testing session. Include an additional set of test materials for the test administrator to use while giving directions.
- ❑ Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in the manual
- ❑ Maintain test security (pages 2, 9, & 12).

Helpful Tip: Utilize the *Tracking Forms* in the RI Test Security packet

- ❑ Track and appropriately document students who move during testing (page 20)

Blank Reason Box

Students Who Move During Testing

BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:

READING	MATH	WRITING
---------	------	---------

<input type="radio"/>	NA	<input type="radio"/>
-----------------------	----	-----------------------

Student is new to U.S. after Oct. 1, 2010, and is LEP (reading and writing only).

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------

Student withdrew from school after Oct. 1, 2011.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------

Student enrolled in school after Oct. 1, 2011.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------


State-approved special consideration.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------

Student was enrolled on Oct. 1, 2011, and did not complete test for reasons other than those listed above.

Do **not** write VOID on the booklet if any of these options accurately represent the student's situation.

Do **not** return in the Special Handling Envelope.



Reminder: Test administrators may not comment on any student work and may not help students in any way except:

1. during the general instructions,
2. when students are completing the *Student Questionnaire*, and
3. as specified in the *Test Administrator Manual*.



Frequently Asked Questions During Testing ... brought to you by the NECAP Service Center

Q: Are highlighters permitted during testing?

A: Highlighters are not permitted for grades 3 & 4 because an integrated test booklet is used. Highlighters are permitted at grades 5-8 & 11, but **only in the TEST BOOKLET**. Use of highlighters is not considered an accommodation. (See script pages in the appropriate grade *Test Administrator Manual*)

Q: A student was absent and missed Session 1 yesterday. We are beginning Session 2 today. How do we proceed?

A. Have the student begin Session 2 and continue to follow the test schedule with the rest of the group. Schedule a make-up testing time for the student to complete Session 1 as soon as possible. Make-up testing may begin immediately following the scheduled administration of a test session.



Q: I have a student with a broken hand/arm. Should I still test him or her?

A: Yes. The student may utilize an “R” (Response) accommodation such as R1 (use of a scribe).

NOTE: If a scribe will be needed for the **Writing** test (grades 5, 8, and 11 only), you **must** seek prior approval from RIDE to use the “**O2**” (Other) accommodation. Please contact Dr. Kevon Tucker-Seeley at RIDE for further guidance.



After Testing

- ❑ Collect and inventory all test materials from test administrators
- ❑ Check all used answer booklets for the following:
 - ✓ no scratch papers or post-its are attached to or inserted in the booklets
 - ✓ the cover has a student ID label or the appropriate information bubbled in (page 22 and Appendix C)
 - ✓ page 2 is completed, as needed (page 22 and Appendix C)



After Testing (continued)

Type of Envelope	Material to Insert
“For Return of Used Answer Documents Only”	All used answer booklets, except those below.
“Special Handling”	Any test or answer booklets requiring special attention (see page 22 for details)
“For Return of Large-Print Tests”	All materials associated with a used large-print test
“For Return of Braille Tests”	All materials associated with a used Braille test
“For Return of Scratch Paper”	All student scratch paper




After Testing (continued)

- ❑ Complete the online *Principal's Certification of Proper Test Administration* for each grade tested by **October 26** (page 23). Refer back to the inventory you verified on the *Materials Summary Form* before testing
- ❑ Complete the online *Principal/Test Coordinator Questionnaire* (page 23)
- ❑ Pack test materials for return to Measured Progress according to outline on page 25 of the manual. All secure materials (including scratch paper) must be returned to Measured Progress. Affix **one UPS return service** (RS) label to each box (page 25)



Tips for Success After Testing

- ✓ Proper verification of student answer booklets and proper packing of materials being returned to Measured Progress helps facilitate timely reporting of student, school, and district results (pages 21-24)
- ✓ When completing the *Principal Certification of Proper Test Administration*, note that Large Print and Braille kits contain—and are counted as—two test booklets: the standard size test booklet and the Braille/Large Print test booklet
- ✓ Completing the on-line *Principal Certification of Proper Test Administration* by October 25 will prevent repeated follow up calls to your school from the NECAP Service Center



Frequently Asked Questions After Testing... brought to you by the NECAP Service Center


Q: The Large Print materials do not seem to fit into the “For Return of Large-Print Tests” envelope. What do I do?

A: The “For Return of Large-Print Tests” envelope is a standard size and will hold one student’s Large-Print kit materials. If the flap on the envelope does not seem to fold down and close completely, please tape it down. You may also fold the Large-Print test booklet in half to place it in the envelope.



Q. It is 11:00 a.m. (October 26), why hasn't UPS arrived to pick up our NECAP materials yet?

A. UPS is scheduled to arrive at your school on Wednesday, October 26 to pick up your boxes. UPS can arrive anytime during school hours, therefore all test materials must be packed by 8:00 a.m. UPS will not wait for you to complete packing the materials. Materials must remain secure until they are picked up by UPS. Do not contact UPS directly. Prior arrangements have been made by Measured Progress specifically for the pick up of NECAP test materials. Please note that the pick up may not be made by your regular UPS personnel at your regularly scheduled time. **This is the ONLY scheduled pick-up date.** If your materials have not been picked up by the end of the day, please contact the NECAP Service Center on Thursday, October 27. We will arrange for another pick up.



Q: I did not receive enough or cannot find UPS return service labels for all my boxes. What should I do?

A: Contact the NECAP Service Center. If time allows before the pick-up date we will order and ship you more UPS return service labels. If time does not allow, we will e-mail you a label (we will need your e-mail address.) Please print out the label and affix, securely, to box. Clear packing tape placed over the label works the best.



Q: When should I write “VOID” on an answer booklet?

A: Some reasons include

- Student used multiple answer booklets and work was transcribed into one answer booklet by an administrator. Then “VOID” the original answer booklet.
- A student ID label was affixed to answer booklet for a student who was not enrolled in the school as of October 1, 2011.
- A student ID label was affixed to answer booklet for a student who participated in the Alternate Assessment in the 2010-2011 school year.

Q: What happens if I write “VOID” on an answer booklet?

A: Booklets with “VOID” written on them are **not** processed or scored, even if there is student work in them. If you mistakenly voided a booklet and need it to be processed, return it in the “Special Handling” envelope with a note explaining what happened.

Questions?



Thank you very much for your help in coordinating the New England Common Assessment Program.